



PUBLIC INFORMATION ACT RECORDS REQUEST FORM

Date of Request	
Requestor's Name	
Requestor's Address	
Requestor's E-mail Address	
Requestor's Telephone Number	

In accordance with the Maryland Public Information Act, Md. Code Ann., General Provisions § 4-101 et seq., and any applicable rules and procedures for processing Public Information Act (PIA) requests, I hereby request:

<p>Check one box:</p> <p><input type="checkbox"/> an appointment to inspect certain public records maintained by the custodian of records for the Department of Land Use & Growth Management</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> a copy of certain public records maintained by the custodian of records for the Department of Land Use & Growth Management</p> <p style="text-align: center;"><input type="checkbox"/> via e-mail <input type="checkbox"/> pick-up <input type="checkbox"/> USPS</p>

A public record is defined as the original or copy of any documentary material in any form created or received by an agency in connection with the transaction of public business. Included in this definition are written materials, books, photographs, photocopies, films, microfilms, records, tapes, computerized records, maps, drawings and other materials.

The PIA attempts to balance the public's right to access government records with other policies that respect the privacy or confidentiality of certain information. Please note that some records may be withheld if the Department decides that disclosure of those records would be "contrary to the public interest" (such as investigatory records and documents of a pre-decisional and deliberative nature).

The Maryland Attorney General's website provides more information about the Public Information Act:

<https://www.marylandattorneygeneral.gov/pages/opengov/pia.aspx>

Specific description of public records sought: <hr/> <hr/> <hr/> <hr/>

The PIA allows agencies such as the Dept. of Land Use & Growth Management to charge a “reasonable fee” for **copies** of public records. An agency may also charge a **reasonable fee for searching for a public record**—a charge that may include the time required for locating and reviewing the record. The first two hours of search time are free, but an extensive search may prove time-consuming and therefore expensive. Thus, it is in both your interest and the agency’s interest to ensure that a PIA request clearly and accurately describes the records sought.

By signing below:

1. I hereby agree to pay all costs prior to receiving the information requested, including, but not limited to: all copying fees, either by staff or a professional copy service, tapes, CDs, transcript fees, postage, and all search, preparation, and review fees pursuant to the Department’s rules and procedures, as amended from time to time;
2. I understand that no records will be produced until I have paid all fees in full (if assessed) and that the County reserves the right to require a deposit before processing my request; and
3. I further understand that the official custodian has up to 30 days in which to supply the requested information. If my request or any part thereof is denied, the custodian shall provide me with a written statement within 10 working days of the custodian’s decision.

Requestor’s Signature

Date signed

OFFICE USE ONLY

Date received: _____

Staff initials: _____

PIA Project Number Assigned: _____

Applicable Plan/Permit Number(s): _____

Applicable Code Enforcement Case Number(s): _____

Date completed: _____

Staff initials: _____